Evidence Management Unit
Procedures for the Transfer and Storage of Evidence

1 Scope

The Evidence Management Unit (EMU) of the FBI Laboratory is responsible for the transfer and storage of evidence between EMU, forensic and technical units/disciplines, other government agencies (OGAs[1]), and the Repository as appropriate.

2 Equipment/Materials/Reagents

- Laboratory Information Management System (Forensic Advantage (FA) or Explosive Reference Tool (EXPeRT))
- MK 663 Mod 0 Blasting Cap Container, or equivalent

3 Procedures

These procedures address the transfer and storage of evidence and supplement the FBI Laboratory Quality Assurance Manual and the FBI Laboratory Operations Manual (LOM). All transfers and storage of evidence will be recorded within FA, EXPeRT, or on the *Chain-of-Custody* (7-243 or 7-243a) as applicable.

3.1 Transfer and Storage of General Evidence

3.1.1 Appropriately trained EMU personnel are authorized to make and record the transfer of evidence.

3.1.2 If an improperly sealed container or evidence item is received from storage, EMU personnel will record the necessary information in the appropriate communication log.

3.1.2.1 In cases of improperly sealed evidence, EMU personnel will contact the last individual to have custody of the evidence to attempt to determine where the issue occurred. Depending on the situation, EMU personnel will either transfer the evidence back to the appropriate individual for correction or make the necessary changes and record those changes appropriately in accordance with the LOM Practices for Addressing a Nonconformity.

3.1.3 If a discrepancy is noted between the evidence received and the evidence assigned to a container, the appropriate EMU personnel will review the evidence. To resolve the discrepancy, EMU personnel will contact the appropriate individual(s), make the appropriate

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[1] As referenced in this document, OGAs can include other non-laboratory FBI divisions.

changes, and/or update FA or EXPeRT as necessary. This information must also be noted on the appropriate communication log.

3.1.4 If an item identifier changes or additional items are identified, such information will be referenced in the appropriate section of FA or EXPeRT.

3.1.5 Appropriately trained EMU personnel will review the examination plan and, if appropriate, the communication log for notification of additional examinations being needed prior to transferring the evidence to the next appropriate unit/discipline or storage location.

3.2 Transfer and Storage of Drug and Valuable Evidence

EMU personnel will ensure that drug and valuable evidence is transferred and stored according to the LOM Practices for Handling Drug and Valuable Evidence.

3.3 Transfer and Storage of Hazardous Evidence

3.3.1 Only appropriately trained personnel will be responsible for the transfer and storage of hazardous evidence.

3.3.2 If special handling requirements are necessary for certain evidence, these requirements must be recorded in the appropriate communication log.

3.3.3 Hazardous evidence (e.g., bulk or sensitive explosives) must be secured in the appropriate explosives container (e.g., MK 663) or facility for long term storage.

3.4 Transfer of Evidence to OGAs

Prior to transferring evidence to OGAs, appropriate personnel must verify the contents of the container to be shipped. The examination plan must also be verified to ensure that all appropriate forensic and technical examinations have been completed and no future examinations will be compromised by the OGA's examinations. Depending on the case, this verification may be done by EMU personnel or by personnel in the managing unit/discipline.

3.5 Transfer to and Storage of Evidence in the Repository

3.5.1 Prior to transferring evidence to the Repository for archive storage, appropriate personnel will verify the contents of the container and that all examinations are complete. Depending on the case, this verification may be done by EMU personnel or by personnel in the managing unit/discipline.

3.5.2 When a container is transferred to the Repository, it will be stored in a specific location that is recorded in FA or EXPeRT as appropriate.

3.5.3   If evidence stored in the Repository is requested for further review and/or additional examinations, EMU personnel will be notified with a completed *TEDAC Repository Pull Sheet* (Appendix A) that is prepared and submitted by the requestor or other appropriate personnel.

4 Safety

Refer to the FBI Laboratory Safety Manual for the following information:

- Biological Safety
- Bloodborne Pathogen Exposure Control Plan
- Hazardous Waste Disposal
- Personal Hygiene
- Personal Protective Equipment
- Safe Work Practices and Procedures

5 References

Evidence Management Unit Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Operations Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Safety Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

Rev. #	Issue Date	History
2	08/17/2020	Updated Section 3 to include reference to FBI QAM. Added Section 3.1.5. Updated verbiage in 3.4 and 3.5. Updated form in Appendix A.
3	04/15/2021	Updated TEDAC Repository Pull Sheet in Appendix A. Clarified Section 3.5.1 refers to archive storage. Made minor grammar and style edits throughout the document.

Approval

Redact - Signatures on File

Evidence Management
Unit Chief   Date: 04/14/2021

QA Approval

Quality Manager   Date: 04/14/2021

Appendix A: *TEDAC Repository Pull Sheet*

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